

OPERATIONS MAINTENANCE ASSISTANT SUPERINTENDENT

GRADE: 22

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Operations Maintenance Assistant Superintendent performs difficult technical and administrative work in planning, organizing and supervising Utility Crew Supervisors, and through them, the work of field maintenance crews involved in the maintenance and repair of the infrastructure of the City's water, sewer and road systems. The physical demands are moderate and the work can be somewhat stressful due to emergencies such as inclement weather, water main breaks, etc. The incumbent uses a proactive approach to carry out organizational programs and to explain specialized matters. The work contributes directly to the quality of life in the City with serious consequences on the health and well being of its citizens and it is performed under the general managerial direction of the Operations Maintenance Superintendent.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans, organizes, supervises and participates as necessary in maintenance activities relating to the repair and maintenance of the water distribution system, waste water collection system, bridges, storm water collection system, signs, road markings, roadways, easements, rights-of way, curbs and gutters.
- Dispatches men, equipment and materials to various work and repair sites, in accordance with pre-conceived programs or policies.

- Ensures proper materials and inventories are on hand and maintains established divisional budget.
- Assist with budget preparation.
- Meets with Utility Crew Supervisors to coordinate work and maintain appropriate communications.
- Receives work orders, complaints, and repair calls and takes appropriate actions.
- Works with and assists other division personnel, inspectors, and contractors in various phases of public works activities.
- Meets with citizens to evaluate requests for services or complaints and takes appropriate action.
- Works with and assists other division personnel, inspectors and contractors in various phases of public utilities activities.
- Administers and supervises snow removal and leaf collection programs.
- Assures that work is performed in a safe and healthful manner.
- Administers time sheets, leave slips, time cards, and performance evaluations of subordinates.
- Writes work summaries, proposals, program recommendations, work orders and activity reports as required.
- Maintains daily records of personnel task hours, equipment hours, and materials used.
- Assists in recommending and assessing division production goals.
- Assists in providing effective training programs for safety, vehicle operation and proper work habits.
- Communicates daily with the Operations Maintenance Superintendent on work plans and priorities.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to an Associate of Arts degree and five years of supervisory experience in Public Works with three years supervisory experience in water, wastewater and/or street maintenance. Possession of a driver's license valid in the State of Maryland. Must possess (or be able to obtain within one year) Superintendent's Certification in Water Distribution and in Wastewater Collection II, as issued by the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the occupational, public and private hazards and safety precautions applicable to varied public utilities operational, maintenance, repair and minor construction activities, and ability to take proper precautionary and remedial measures.
- Thorough knowledge of the standard practices, materials, tools and equipment used in Public Works Maintenance and general labor activities.

- Considerable knowledge of the operational capacities and maintenance requirements of a wide variety of mechanical equipment.
- Working knowledge of practical public works engineering and of plans, specifications and working drawings involved in varied public utilities activities.
- Ability to maintain records using various automated systems.
- Ability to plan, organize and effectively supervise, through the subordinates, the work of a large group of unskilled to skilled workers and equipment operators in a manner conducive to full performance, high morale and effective public service.
- Ability to establish and maintain effective working relationships with subordinates, other departments and employees, contractors, property owners and the general public.